

## Integrated Charge Card Program Guide Highlights

Note: Some points included here are not new but are included for emphasis.

Section Reference	Policy/Procedure
1.4.A Mission Critical	Individuals who will be away from the office for extended periods of time such as fire fighters may be designated as mission critical to prevent their card from being suspended due to delinquency. This designation will <i>not</i> stop delinquency letters from being issued.
1.4.D Managers, Supervisors and Approving Officials  1.4.F.2 Approving Official/Reviewing Official	New <i>mandatory</i> computer based web accessible approving official training is being developed and will be released soon. A printable version will also be available.  Describes responsibilities that include: oversight and monitoring of transactions in accordance with applicable laws, regulations and procedures; reporting misuse to the OIG and working with Human Resources staff as needed.
2.3 Purchase	Purchase line transactions are billed centrally to be paid by the Government. Because lists of cardholders with purchase authority are releasable under the Freedom of Information Act only work addresses should be used.
2.4 Training Requirements  Eligibility Purchase Authority Reinstatement	Service must name key management officials and define their responsibilities. They must establish training requirements; documentation and record retention, and exit procedures; management controls; and property tracking.  Employees must have their supervisor's approval and meet all training requirements. Periodic refresher training is also required. Limits for non-warranted employees may not exceed micropurchase thresholds. The canceled account must be paid in full; and or any limited use card issued must have been in good standing for at least 1 year.

4.1.C Designated Cardholder and Approving Official	The fleet manager's supervisor will be designated as the "approving official" with responsibility to approve fleet statements/certifications.
Documentation and Record Retention	Reconciling procedures for fleet statements. Fleet managers will reconcile statements to be approved by his/her supervisors/approving officials.
5.2 Travel Card Use	Vacancy announcements should indicate that all employees who may travel will be required to obtain and use a Government issued charge card.
5.2 Using Travel Management Centers	Employees are required to use Omega World Travel for airline tickets, hotel reservations and car rental reservations, accept as provided in Financial Administration Memoranda (FAM) 2001-005.
5.4 Mailing Payments Travel Vouchers Fees	Cardholders must file travel vouchers promptly, pay the Bank of America in full by the specified due date, and must pay any late fees incurred. These fees are not reimbursable
5.5 Delinquency Reporting to a Credit Bureau Traveling When Card has been Suspended or Canceled	Suspension or cancellation of the travel business line for delinquency or misuse will result in the card being de-activated for all business lines. The contract with the Bank of America allows the Bank to report past due accounts to credit bureaus.
5.5.C ATM/Travel Advances	<p>Travel advances should be acquired through a Bank of America ATM or other ATM when applicable within allowable limits. In hardship cases when the employee has lost cash withdrawal privileges, approval of the Service's Assistant Director –Business Management and Operations is required prior to obtaining a travel advance.</p> <p>Travel advances may only be obtained no more than 3 days prior to travel or while actually in travel status.</p>
5.5.D Card Reinstatement Limited Use and Limited Travel Line Cards	When an account is reinstated after being closed for administrative reasons, such as delinquency or misuse, the account will be re-opened only as a limited use card or limited line card. Activation and deactivation card management is required for at least one year. Reinstatement of the purchase business line requires approval from the Director, Office of Acquisition and Property Management.
6.2 Reconciling the Statement of Account	Both the cardholder and supervisor must sign the front of the statement of account for <u>all</u> accounts.

	Bureaus/Offices are encouraged to seek alternative review procedures, preferably electronic. Such alternative procedures must adequately address the issues of verifying the validity of centrally billed items and minimizing improper or unauthorized use of the charge card. Plans to implement alternate procedures must be approved by both the Office of Financial Management and the Office of Acquisition and Property Management before implementation.
6.9 Documentation and Record Retention	Copies of receipts for centrally billed travel items should be submitted with the travel voucher but should not be claimed for reimbursement. (Travel regulations apply as to dollar amount for receipts to be attached to vouchers.)
Attachment 9	Sample checklist to assist approving officials with their monthly reviews.